

**Regional English Language Office (RELO)**  
**U.S. Embassy, Budapest**

**Guideline for applying for a Regional English Language Office (RELO) travel grant  
to the annual Teachers of English to Speakers of Other Languages (TESOL) convention  
in the United States**

**Pre-conditions:**

1. The applicant **MUST** be accepted as a presenter at the TESOL convention. The presenter's name must appear on the final convention schedule. Eligible presentations include presenting as part of a panel or colloquium, giving a workshop or presenting a paper. Presenting a poster session **DOES NOT COUNT**. Serving as an interest section or other committee member **DOES NOT COUNT**.
2. The applicant must be a citizen of a country within the RELO-Budapest's jurisdiction (Albania, Macedonia, Bulgaria, Romania, Serbia-Montenegro, Kosovo, Croatia, Bosnia-Herzegovina, Slovenia, Hungary, Slovakia, Czech Republic, Poland, Latvia, Lithuania or Estonia)
3. Only one presenter per session will be sent. (if you and a colleague are planning on co-presenting, we will only pay for one)

Note: Even if you are accepted as a speaker/presenter at the TESOL convention, there is no guarantee that you will receive a travel grant to the TESOL convention.

**Application Process:**

1. Complete the presenter/speaker application form for TESOL (can be downloaded at <http://www.tesol.org/tesol2006>). These applications are due **June 1, 2005**. Late applications are usually not considered.
2. TESOL will inform you whether or not your application to present has been accepted by September or October, 2005. If you are accepted, you can apply to the RELO for a travel grant. Applications **MUST** include:
  - a. Name of your presentation (and a copy of your acceptance letter).
  - b. Abstract of your presentation and name(s) of co-
  - c. Your personal information (a CV is best w/ contact information)
  - d. Budget to attend. Cost sharing is **REQUIRED**. RELO requests that the individual grantee and/or his/her institution of affiliation make a contribution to the costs. You must calculate the costs for the following
    - i. Roundtrip airfare on a US flagship carrier whenever possible
    - ii. Hotel/accommodations
    - iii. TESOL membership fee
    - iv. TESOL conference registration fee
    - v. Meals and incidental expenses

Send completed applications to [Santhag@state.gov](mailto:Santhag@state.gov). All travel grant applications must be sent electronically.

3. Applications for a RELO Travel Grant are due December 15, 2005. RELO reviews applications received and informs candidates of the status of their applications by January 15, 2006.
4. Grantees are **REQUIRED** to submit a report on their activities during the TESOL convention and a summary of how they and their institutions of affiliation have benefited from the experience.